

## COVID-19 SAFETY PLAN

### Umbrella Studio Contemporary Arts

All Umbrella staff, volunteers and Makerspace artists must read and adhere to this plan, and it will be accessible to the public as a resource online at <https://umbrella.org.au/covid-19/> and in person. The visitor sections must be adhered to by all visitors.

The COVID-19 pandemic is an evolving situation. This plan must be reviewed regularly with changes made as required.

**Plan Updated: 22/01/2021**

(Gallery re-opened: Saturday 13 June 2020)

**Director approval: Kate O'Hara**

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## 1.0 RESTRICTED BUSINESSES AND COLLECTING CONTACT DETAILS

Umbrella is an arts organisation / gallery whose activities falls within the domain of *restricted businesses*, which are outlined in the government's directive. We must operate within the directives set out by the Chief Health Officer.

A person who owns, controls or operates a restricted business, activity or undertaking must keep contact information about all guests and staff for contact tracing purposes at the time they enter the premises, including name, address, postcode (for events as a minimum of address) and mobile phone number for a period of 30 - 56 days. If requested, this information must be provided to public health officers. The information should be securely and **electronically** stored and deleted by 56 days. For Umbrella, this includes all staff, volunteers, shop customers, gallery visitors and artists. This is also a form of risk management for Umbrella. If someone contracts the coronavirus, it means that we can trace and inform our people.

**Umbrella visitors must check in electronically at our entrance point** by scanning the QR code (or by following the link listed) and filling in their details. Technically we may collect contact information using another method if the information is transposed and kept electronically immediately. To streamline systems, we will no longer be using paper-based systems, but will instead get staff or volunteers to enter details electronically to a spreadsheet for visitors who cannot check-in on their own devices. We must also "take reasonable steps to ensure that the information collected is accurate" so we will have our volunteers assist visitors to ensure accuracy. We do not need to back date our paper records.

A visitor / customer having installed the *COVID Safe app* does not discharge them from this requirement, and for privacy reasons, we can't and won't ask visitors, staff or volunteers if they have the *COVID Safe app*.

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

<https://www.covid19.qld.gov.au/updates/important-changes-to-record-keeping-for-contact-tracing>

## 2.0 WHAT UMBRELLA STAFF AND VOLUNTEERS MUST DO

Workers have a duty to take reasonable care for their own health and safety and the health and safety of other persons in the workplace. (Workers are defined for the purposes of this section as Umbrella staff, Makerspace artists and volunteers).

**What does a worker do if they test positive for COVID-19?** Queensland Health will contact you if you have a positive test for COVID-19. You must self-isolate and follow the instructions of health authorities. You should inform your supervisor of your diagnosis and you must not attend work. Queensland Health will contact your employer, if required, for the purpose of contact tracing and will advise on what actions are required to protect other workers who may have had close contact with you.

**When can a worker return to work if they have COVID-19?** Your health care provider will advise you when you are no longer infectious and can return to work.

**What should a worker do if they have had close contact with someone who has tested positive for COVID-19?** Queensland Health will undertake contact tracing. This involves identifying people who have had close contact with someone with confirmed COVID-19 infection. If you are considered a close contact, you will be directed to self-quarantine and provided with information to prevent the further spread of infection. People who are not close contacts do not have to go into quarantine but should be alert to the signs and symptoms of COVID-19, monitor their health and continue to practice recommended social distancing and hygiene measures.

**When can a worker return to work after self-quarantine?** If you have self-quarantined for 14 days without any symptoms, you can return to work. If you need a medical certificate you should see your GP. If you have tested negative for COVID-19 during this period, you must remain in quarantine for the full 14 days. You should seek medical attention immediately if you develop symptoms while in self-quarantine.

**Umbrella must:**

- Complete the free COVID-19 Infection Control Training and submit your certificate to staff:  
[www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training](http://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training)
- Keep hand sanitiser at entry points in both the gallery and Makerspace
- Keep volunteers informed of our processes and allowed vulnerable people to postpone coming back to the gallery
- Created a section of the gallery for mandatory electronic collection of contact details – either by QR code or link via the visitor’s smartphone, or by the volunteer or staff member manually adding to a digital spreadsheet.  
<https://drive.google.com/drive/folders/1V1gYhWJGSh4mVXNNi4cS7ccWXfEr7A60?usp=sharing>
- Monitor visitor numbers so they do not go over the threshold
- People who are sick or who have been directed by health authorities to either self-isolate or self-quarantine must not attend work and must stay at home and away from others. Follow the advice from health authorities on social distancing and public gatherings
- Not shake hands to greet people

While ultimately staff are responsible for the above items - we expect volunteers and artists to support Umbrella’s compliance.

### **3.0 COMPLYING WITH SOCIAL DISTANCING REQUIREMENTS**

We have recently:

- Reinstated small gatherings within public programs such as workshops and artist talks and are allowing visits from groups (including school classes as per the notes in 5.0) with strict capacity allowances and social distancing
- Reinstated gallery exhibition openings with strict capacity allowances, social distancing and COVID-safe Event Checklists
- At the date of this latest review, there is no information available regarding workshops / hands-on public program activities. Umbrella is ensuring that such activities comply with all of our other guidelines (including social distancing) and that equipment and materials are sanitised after use.
- Placed signage at entry points and made this plan accessible in person and online
- Restricted visitor numbers within the premises
- Separated the entry and exit points (the accessibility ramp is now the current exit)
- Moved desks and furniture more than 1.5m away from each other to ensure physical distancing is adhered to and allowed staff to work from home where possible.
- Made floor markings as a guide for physical distancing for openings and at the sales point

### **4.0 COMPLYING WITH HYGIENE AND CLEANING REQUIREMENTS**

Requirements are being met by the following:

- Alcohol-based hand sanitiser at entry point and high-frequency touch areas
- Hand hygiene guide poster installed next to wash basin

- Handwash soap available next to wash basin
- More frequent cleaning of high-touch points including but not limited to:
  - Door handles
  - Hand rails
  - Taps
  - Pens and pencils
  - Eftpos machine
  - Front desk keyboard and mouse
  - Phones
  - Printer / photocopier
- Reduced need to touch doors by leaving the entry and exit doors open during visitor open hours
- Guests can now stand whilst drinking, both indoors and outdoors, however self-serve / buffet-style food service is still not allowed (food must be served to guests). Umbrella will not be serving food at opening events for this reason for the immediate future however drinks may be sold.

## **5.0 DELIVERIES, CONTRACTORS AND VISITORS**

### **Deliveries**

Umbrella is accommodating contact-free deliveries from all of our suppliers. We make contact free pickup available for our customers.

Designated contactless pickup point: Shop space

Designated contactless delivery point: Office space

For detailed visitor and contractor management, please see items 1.0 and 2.0.

Arrangements for contactless pickup or delivery can be made by phoning 07 4772 7109. Umbrella will not require signatures for pickup or delivery during this time.

### **Contractors**

Contractors are anyone who is not a staff or volunteer, but has come to the gallery to perform some work required by the gallery. This could include artists, fire safety inspectors, air conditioner service staff, maintenance contractors and more. Contractors must:

- maintain social distancing
- respect the maximum people per space guides
- not enter the gallery if they have symptoms of COVID-19
- Sanitise their hands upon entry to the workplace
- Use the marked entry and exit doors
- Follow directions of staff to maintain safety of all people in the gallery.

### **Visitors**

Visitors are general public who have come to see an exhibition, visit the shop, meet with Umbrella staff or participate in our programs. Visitors include SCHOOL GROUPS. Within school or preschool venues, the venue density rule does not apply to students or children, however when students leave their school venue, they are required to observe the relevant Public Health Directions and social distancing requirements. This means the total number of visitors is determined as per respect the maximum people per space guides (section 7.0).

Visitors must:

- Follow directions of staff and listed conditions of entry (displayed at the entry point and available via download at [www.umbrella.org.au/covid-19/](http://www.umbrella.org.au/covid-19/)) to maintain safety of all people in the gallery.
- adhere to the contact tracing procedures as outlined (section 1.0)
- maintain social distancing
- respect the maximum people per space guides (section 7.0)
- not enter the gallery if they have symptoms of COVID-19 or have visited an Australian hotspot in the last 14 days (as at 1am on 1 August 2020 all 79 Local Government Areas (LGAs) within the State of Victoria and 34 Local Government Areas (LGAs) within the State of New South Wales and are considered COVID-19 hotspots. See updated on hotspots here: <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/hotspots-covid-19>)
- Sanitise their hands upon entry to the workplace
- Use the marked entry and exit doors

## 6.0 REVIEWING AND MONITORING WORK HEALTH AND SAFETY COMPLIANCE

Our Daily Checklist ensures the above provisions are adhered to. A dedicated staff member will complete the daily checklist. Management staff will review current health orders weekly to ensure compliance and plan effectiveness. This plan may be revised as new government orders are introduced.

### DAILY CHECKLIST FRONT OF HOUSE

- Front desk worker has completed COVID Infection control training
- Entry doors left ajar to minimise contact
- Posters are up:
  - [Social Distancing](#)
  - [How to Handrub](#)
  - [How to Handwash](#)
  - Conditions of entry sign, including 'do not enter if sick' and maximum number of visitors
  - Entry door and Exit [door signs](#)
- Sanitise pens, pencils and high touch surfaces
- Distancing floor markers are intact
- Front desk workers have read and signed current version of this plan
- Front desk workers have read state government updates in relation to COVID

### REGULAR CHECKLIST FOR MANAGEMENT STAFF

- Evaluate this plan
- Review state and federal health directives and current situation.
- Update plan if required in line with any new health directives and based on evaluation of this plan.
- Delete contact information 56 days after it is collected.
- Communicate any updates to all staff and volunteers.

## 7.0 DESIGNATED SPACES AND MAXIMUM PEOPLE

Umbrella has designated separate spaces and applied maximum people caps based on the venue density rule of one person per 2 square metres. This meterage rule is current as per the latest updates (Queensland's COVID Safe Future roadmap 11 January 2021; Businesses, activities and undertakings 11 January 2021; and Restrictions on Businesses, Activities and Undertakings Direction (No. 12) as effective 23 December 2020; along with Australian Attractions Industry COVID-Safe plan 'Fourth edition 2020' and Museum and Galleries' Qld's Covid 19 Safety plan).

“All restricted businesses may now have one person per 2 square metres on their premises, other than a hospitality business that does not comply with the requirement to collect contact details electronically.”  
[www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity](https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity) (effective 23 December 2020 and current at time of printing).

Space	Maximum people
Gallery and shop	140
Shop only (when the gallery is closed for install)	28
Gallery and shop (including Vault space)	144
Office	52
Makerspace (Downstairs)	52

“People” includes staff, volunteers, visitors, contractors and delivery staff.

## 8.0 FURTHER INFORMATION

Contact phone number: 134 COVID

[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0005/191678/covid-19-overview-and-guide.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf)

<http://www.magsq.com.au/cms/page.asp?ID=10606> =

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/current-status/public-health-directions/business-activity>

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/business-activity-undertaking-direction>

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/restrictions-impacted-areas>